

**Opening Date:** September 22, 2014  
**Closing Date:** Open Until Filled  
**Work Location:** Austin, Texas  
**Posting Number:** 15-01  
**Monthly Salary:** \$3,416  
**Group/Class:** B17/0160  
**Travel:** No  
**Division:** WSI - Water Use, Projections & Planning  
**Number of Positions:** 1  
**Position Number:** 1308

## **JOB VACANCY NOTICE**

### **Executive Assistant I**

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to  
Human Resources (512) 475-2142 Equal Opportunity Employer*

### **Job Description**

Performs advanced (senior-level) administrative support or technical program assistance work for the Water Use, Projections & Planning Division. Work involves disseminating information, maintaining filing systems, and performing administrative support work. Duties require contact and coordination with intra- and inter-agency personnel, the general public, elected and appointed officials. Reports directly to the Water Use, Projections & Planning Division Director and is privy to confidential matters requiring discretion and sound judgment. Work is performed under limited supervision with considerable latitude for the use of initiative and independent judgment within parameters established by agency policy and defined procedures.

### **Essential Job Functions**

- Oversee and assist with all administrative matters, programs, activities and operations in the Water Use, Projections & Planning Division.
- Performs a variety of highly responsible administrative and operational support functions of a wide and complex nature.
- Assists with the coordination of department assignments and activities.
- Receives, processes, facilitates, and disseminates information between the division and other agency departments, legislators, Board members, and the general public; maintains the confidentiality of sensitive information; ensures timely responses as necessary.
- Collects and analyzes relevant data; researches, initiates necessary changes, and provides background documentation on matters requiring attention; assumes responsibility for timely completion of special projects or tasks; and assists in all pertinent matters.
- Establishes and maintains records, filing systems, and logs; monitors staff calendars as assigned.
- Prepares expenditure requisitions for the purchase of office supplies, equipment, staff travel, and other purchases and services.
- Schedules, and prioritizes meetings, appointments, and special events; reserves meeting sites; coordinates travel arrangements; contacts and confirms appointments and meetings; attends meetings and takes minutes as necessary.
- Prepares, types, formats, edits, and distributes a variety of routine and complex correspondence, reports, memorandums, forms, and department publications; may determine the format and content of written communications.
- Assists in the preparation of material for presentation to the Board, Members of the Legislature and other audiences.
- Research and compose accurate and timely communications.
- Develop and format documents and spreadsheets.
- Develops administrative procedures, standards, and methods for creation, maintenance and retention of physical and electronic files and records.
- Answers, screens and routes incoming phone calls; takes messages, and answers and refers calls to appropriate staff.
- Provides telephone and administrative back-up support to other areas of the agency when necessary.
- Performs all other related duties as assigned.

### **Minimum Qualifications**

- Proficient in MSWord and Excel

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

## Job Vacancy Notice (cont.)

Posting number 15-01

- Graduation from an accredited four-year college or university with major course work in human resources, public or business administration, or a related field. Experience and education may be substituted for one another.
- Four (4) years of progressive experience in office management or administrative support.

### **Preferred Qualifications**

- Experience with administrative support in a Planning and/or Natural Resources area.
- State of Texas legislative process experience and/or State of Texas statutes and administrative code experience is preferred.
- Prior State of Texas agency or legislative experience is preferred.

### **Knowledge, Skills, and Abilities**

- Strong working knowledge of and proficiency with Microsoft Office products (Word, Access, Excel, PowerPoint), Internet Browser (Explorer), and Peripheral Devices (scanners, printers, etc.).
- Knowledge of state agency policies and procedures.
- Ability to use of office machinery.
- Knowledge of complex office practices and administrative procedures, including record keeping and records management; telephone techniques; and report writing.
- Knowledge of proper document construction and editorial enhancement techniques.
- Skill in preparing and maintaining accurate records, reports, documents and correspondence and meeting deadlines.
- Ability to organize and prioritize.
- Ability to work efficiently in a dependable, organized and productive manner to plan and arrange workload to meet schedules and deadlines.
- Ability to successfully handle high-level administrative and confidential issues.
- Ability to establish and maintain effective working relationships with a variety of individuals including executives, agency staff, and/or the general public.
- Ability to function efficiently and harmoniously in a team setting, and to coordinate with other agency administrative assistants to ensure continuity and consistency.
- Ability to timely and accurately balance and successfully complete a heavy workload with numerous deadlines.
- Ability to take and transcribe meeting notes.
- Ability to convey clear and concise oral and written communication.

### **Remarks**

- Copy of required academic transcripts and/or licensures must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.